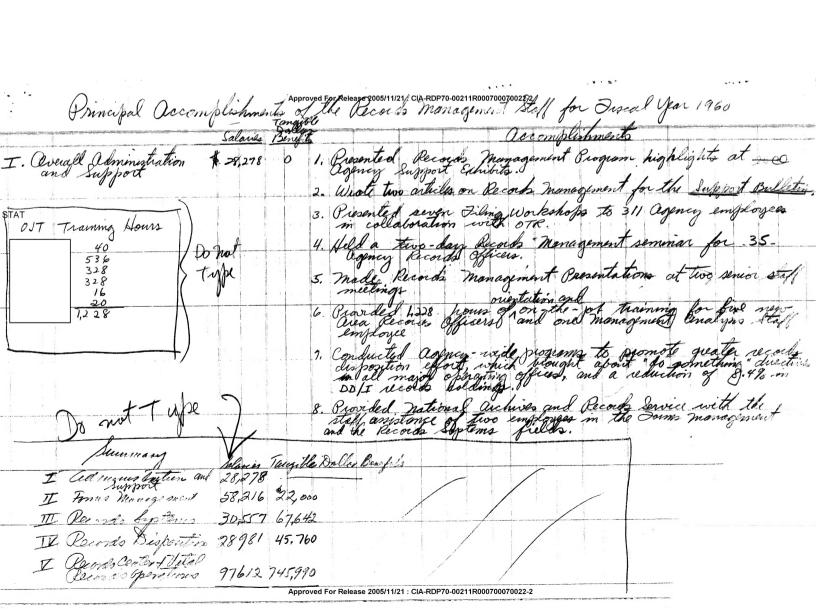
29 June 1960 Principal accomplishments of the Records management Staff for Insial year 1960 Summany Salaries Benefits I. Administration and Support # 28,278 # -II. Johns management 58,216 22,000 III. Records Systems 30, 557 67,642 IV. Records Disposition 28, 981 45.760 V. Records Genter and Vital Records Operations 97.6/2 745,990

Approved For Rolling 2005/11/21: CIA DP 30-1002/1119000799070032/2 881,392 745,990



Puncipal accomplishments of the Records management staff for Oiseax year Completed 1,496 forms analysis projects as follows: 170 new for 363 legisting forms registed and improved: 806 forms reprinted adjustment in quantities ordered; 256 forms made obsolete and sourced from the suptem. \$ 58,216 \$ 22,000 1. II. Dorms management 4. Improved the Resonal Record Questionnaire which will reduce 5. Ourged the agency's Information Reporting system of faulty forther and prompted a \$1,300 negation from the reconstruction \* 1500 hrs. valued at 6. Presented expenditure of # 1,500 for OTE compute forms by not \$2,400 based on \$1.60 7. Prompted Supply Division, dogistics to pringe "tookleg") forms from its operations. per hom. 8. With DD/P, developed, the Quide, Call and Use of Offset masters, to promote improvement in information report preparation at need quarters and in the died. a station immediately incorring to lit had a \$ 1500, 12 year supply of forms which had only a two year stay life. 9. Prevented on additional printing cost of \$6,000 by nonconcurring in Contact Division of regress for distinctive markings on 00-B Seformation Reports. being supply channels that least 10. Prompted action to Stone of stemping Approved For Release 2005/11/21: CIA-RDF70-00211R000500070032-2

Principal accomplishments of the sacoles management staff for Costar year Approved For Release 2005/11/21: CIA-RDP70-00211R000700070022-2

Tangible III. Records Systems Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070022-2

- Principal accomplishments of the Records management staff for disease year Approved For Release 2005/11/21: CIA-RDP 10007000700022-2 IV Records Disposition Anchedes overall Beends management surveys) Based on destruction of 936 cm. of of which were stored in 00 entony of the 790 cm It of records in EA stoff (c) Development and application of VM Schedules; safes (d) Installation of some subject-numeric filing systems; and Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070022-2

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835,632 45.760 981,392

Principal accomplishments of the Becords management Staff for Fried year 1960 Tangible Dollar Salaribo Benefit ral Persons perations 97.612 745,990 Computation of FY 60 PC Dollar Benefits from Transfers 16,866 cu.ft = , 2,108 pieces of equipment (75% safes @ \$ 440 loch , 25% other @ \$50) 2. Assisted IM/F in Eveloping a current vital materials program which resulted in establishment of 17 vital materials schedules and a review of all DD/F vital naterials in the repository. Of equal importance was the success of iringing together responsible vital materials officials in DD/F and DD/for exchanges of ideas and comparisons of vital material lists thus preventing duplication of DD/F in DD/I deposits in the repository. Safes - #695, 640 26. 350 721,990 Revised three existing Vital Materials schedules. ged for Office of Communications to deal directly with instead of through DDP, eliminating duplicate effort. 745 490 Computation of Total or information or requests over the tion to improving procedure VM Egup 24.000 stock \$24,000 745,990 Salary g/ 1/2. Records management Staff Court delivery the NOR # 243,644 # 881,392

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